

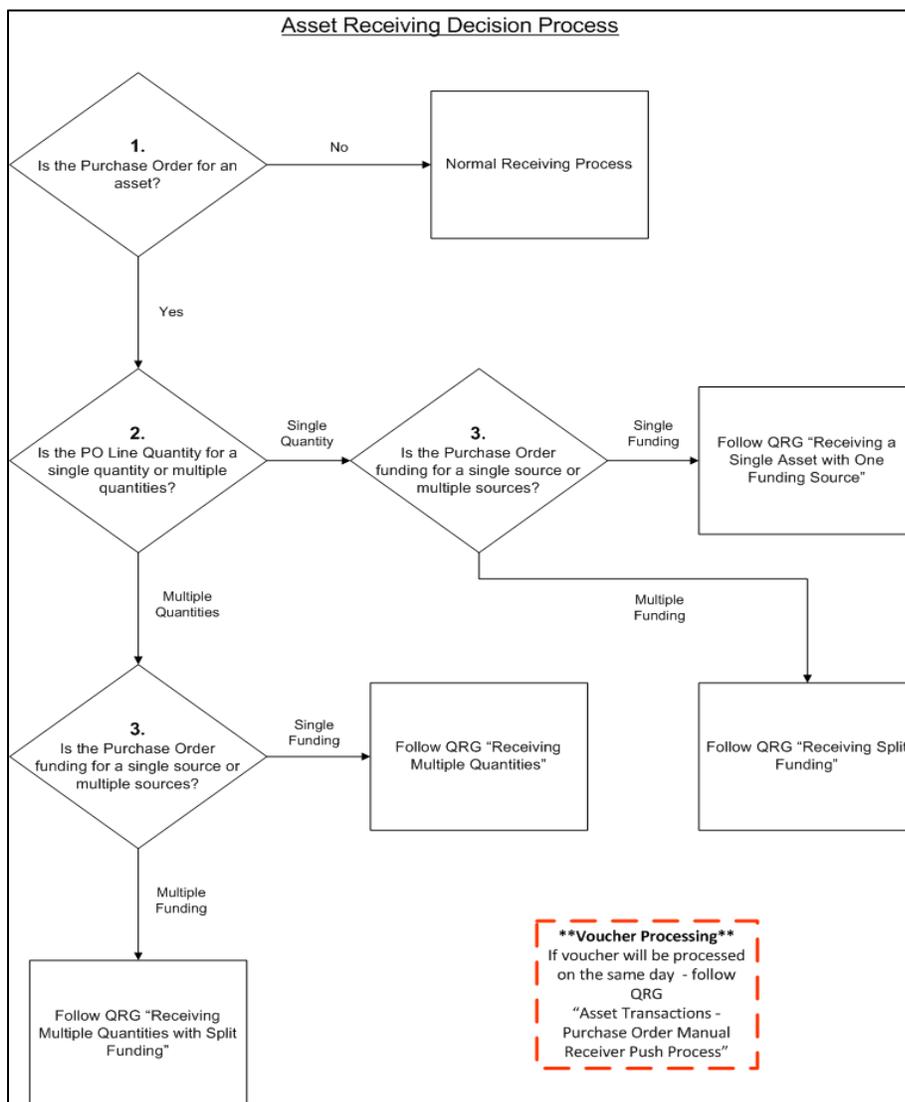
## QUICK REFERENCE GUIDE

Updated November 1, 2019

### Receiving Assets Decision Process

It is important to verify the status of each receipt line to determine how to receive an asset. The receiving process for an asset is based on the quantity and funding sources on each receipt line. It is important to use the correct receiving process to generate accurate asset records in the Asset Management module.

- This guide shows a chart that describes the decisions for receiving assets in the Receipts module.
- This guide also provides the steps to review the receipt to determine the correct asset receiving process.
- It also lists the correct guides to receive the asset.



## Steps to Review a Receipt to Determine the Correct Asset Receiving Process

Steps to complete

- Step 1: Is the receipt order for an asset?
- Step 2: Is the quantity on the receipt line for a single or multiple quantity?
- Step 3: Is the funding on the receipt line from a single or multiple sources?
- Step 4: Proceed to the correct receiving process SWIFT guide

### Step 1: Is the receipt for an asset?

If the purchase order is for an asset, use the *AM Status* field in the **Maintain Receipts** page of the Receipts module.

- Proceed to Step 2 of this decision process to determine the applicable asset receiving process.
- If the purchase order is not for an asset, SWIFT will not display *AM Status* field. Follow the normal receiving process for the purchase.

The screenshot shows the 'Maintain Receipts' interface. At the top, it displays 'Business Unit G1001' and 'Receipt Status Open'. Below this, there are buttons for 'Close Short All Lines', 'Print Delivery Report', and 'Run PO Receipt Accrual'. The main section is titled 'Receipt Lines' and contains a table with the following data:

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Scanner, Printer	1.0000	EA	25.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

The 'AM Status' field in the table is highlighted with a red box. At the bottom of the interface, there are buttons for 'Save', 'Notify', 'Refresh', and 'Add'.

### Step 2: Is the quantity on the receipt line for a single or multiple quantity?

Review the *Quantity* of each line of the purchase order. Enter that number in the *Accept Qty* on the receipt line.

1. **Single Quantity Receipt:** For example, if the purchase order is for five computers and your agency set it up with five lines each with a *Quantity* of "1," then this is a single quantity receipt. In the Receipts module, enter "1.0" in the *Accept Qty* field on each line on the **Maintain Receipts** page.

**Maintain Receipts**  
Receiving

Business Unit: G1001      Receipt Status: Open

Receipt ID: NEXT      Header Comments/Attachments      Activities

Header Details

Buttons: Close Short All Lines, Print Delivery Report, Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Scanner, Printer	1.0000	EA	25.00000	1.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Buttons: Save, Notify, Refresh

2. **Multiple Quantity Receipt:** For example, if your agency set up one purchase order line with a single line with a *Quantity* of “5”, then this is a multiple quantity receipt. In the Receipts module, enter “5.0” in the *Accept Qty* field on the **Maintain Receipts** page.

**Maintain Receipts**  
Receiving

Business Unit: G1001      Receipt Status: Open

Receipt ID: NEXT      Header Comments/Attachments      Activities

Header Details

Buttons: Close Short All Lines, Print Delivery Report, Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Scanner, Printer	5.0000	EA	25.00000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Buttons: Save, Notify, Refresh

### Step 3: Is the funding on the receipt line from a single or multiple sources?

After determining the quantity on each receipt line, review the funding on them. The funding (distribution) for a receipt line can be from a single or multiple sources. Agencies enter funding for a purchase order on the **Distributions for Schedules** page for each purchase order line. Determine if the funding (distribution) on the receipt line is from a single or multiple sources.

1. After you create a receipt against a purchase order, access the **Asset Management Information** page of receipt line.
2. Select the **Pending** link in the **AM Status** column on the receipt line.

**Maintain Receipts**  
Receiving

Business Unit: G1001      Receipt Status: Open

Receipt ID: NEXT      Header Comments/Attachments      Activities

Header Details

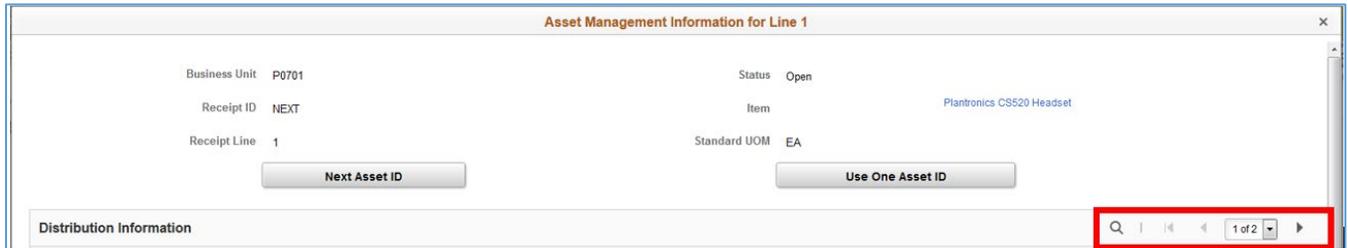
Buttons: Close Short All Lines, Print Delivery Report, Run PO Receipt Accrual

Receipt Lines

Line	Item	Description	Receipt Qty	*Recv UOM	Receipt Price	Accept Qty	Status	Close Short	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Scanner, Printer	5.0000	EA	25.00000	5.0000	Open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	EA	Pending	Device Track

Buttons: Save, Notify, Refresh

- SWIFT opens up the **Asset Management Information for Line** page. The first section is **Distribution Information**. On the right side of the header, you can see the number of distribution lines. In this example, there are two distribution lines.



- Press the **View All** link to display all distribution lines for the receipt line based on the purchase order line.

#### Step 4: Proceed to the correct guide to receive the asset

After answering all three questions about this purchase order, you can select the correct receiving process for the asset. See the table below.

**IMPORTANT:** Be aware that there may be different scenarios on the lines of a purchase order. For example, the first purchase order line may be for a single quantity and a single funding source. The second purchase order line may be for a single quantity and multiple funding sources. Each process is slightly different, so it is important to verify the status of each line before proceeding with the receipt.

Receiving Scenario for Purchase	Follow the Guide to Receive the Asset
<b>Purchase is not an asset</b>	Use the normal receiving process.
<b>Single quantity, single funding source</b>	“Receiving a Single Asset with One Funding Source” guide.
<b>Single quantity, multiple funding sources</b>	“Receiving a Single Asset with Split Funding” guide.
<b>Multiple quantities, single funding source</b>	“Receiving Assets with Multiple Quantities” guide.
<b>Multiple quantities, multiple funding sources</b>	“Receiving Multiple Quantities with Split Funding” guide.

You have successfully viewed a receipt to determine the correct asset receiving process.